



EMBASSY OF THE UNITED STATES
TIRANA • ALBANIA
American Citizen Services

CONSULAR REPORT OF BIRTH ABROAD [APPLICATION PROCESS: FOR MINOR CHILDREN BORN TO U.S. CITIZEN PARENT(S)]

Check List

Please print out this checklist and bring it to your appointment, signed, and dated. You cannot apply for a report of birth and passport without a scheduled appointment for each applicant (the child). Please check the appropriate box in front of each document that you bring with you. Many of the documents require you submit both an original and photocopy. If you do not bring a photocopy as indicated, you will be charged for each page that needs to be copied. The documents should be placed in the same order as the checklist with the original on top of the copy. If Applicants appear more than 30 minutes late for their appointment, their appointment will be canceled and they will need to make a new appointment. In addition to this list, a personal appearance by the applicant (the child) is required.

NOTE: Upon completion all of the below required documents, please schedule an online appointment by clicking here:
<https://evisaforms.state.gov/acs/default.asp?postcode=TIA&appcode=1>.
Your interview appointment time will be scheduled at 1:15 p.m. On the **day of your appointment**, one of the parents is required to bring all the listed documentation to the Consular Section between 8:00 and 9:00 a.m. Please make sure that you have included a signed copy of this checklist, together with all the required documentation, including originals and photocopies as explained below. Our consular staff will enter the information in the system and it will be ready for your interview of 1:15 p.m., of your scheduled appointment day. If the documents are not presented to the Consular Section by 9:15 a.m. on the day of your appointment, your appointment will be canceled and you will need to make a new appointment.

- ☐ **This Signed Checklist.**
- ☐ **Photos of Applicant:**
You will need one identical passport photograph, 2in x 2in (5cm x 5cm) set against a white background for the child (Photo Requirements:
<http://travel.state.gov/pdf/Photo-Quality-Requirements.pdf>.)
- ☐ **Application for a Consular Report of Birth Abroad (CRBA):**
Unsigned, completed "Application for a Consular Report of Birth Abroad" (DS-2029).
Do not sign! (<http://www.state.gov/documents/organization/156216.pdf>)

☐ **Child's Albanian Birth Certificate:**

Bring the official copy of your child's birth certificate issued by the appropriate governmental authority and 3 photocopies. Albania's official issuing authority is the Office of Civil Status of the municipality where you are registered. Religious birth records are not acceptable.

☐ **Growing up Photos of Child:**

This is required for non-infants. Growing up photos should begin as near to birth as possible spanning to the present.

☐ **Evidence of Parents' U.S. Citizenship:**

All documentation submitted as citizenship evidence will be returned to you. Please make 3 photocopies of the original and submit it together with the original at the time of your application.

Primary Evidence of U.S. Citizenship (One of the following):

- Certified birth certificate issued by the city, county or state*;
- Consular Report of Birth Abroad or Certification of Birth;
- Naturalization Certificate;
- Certificate of Citizenship.

*A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note, some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

☐ **Passport/Identification Document for the U.S. Citizen Parent:**

The U.S. citizen parent(s) must present his/her current U.S. passport and 3 photocopies of the biographic page. One of the copies should also include each stamped page. Must also bring all expired U.S. passports and a photocopy of each passport and each stamped page. Notarized copies of the current and previous U.S. passports and are acceptable in lieu of the originals.

The U.S. citizen parent must also bring at least one other form of photo identification, such as a Driver's License. Please bring the original ID and 3 photocopies of each document.

☐ **Passport/Identification Document for Non-U.S. Citizen Parent:**

A non-U.S. citizen parent must bring his/her passport and at least one other form of photo identification, such your national ID card or Driver's License. Please bring the original ID and 3 photocopies of each document.

☐ **Parents' Marriage Certificate, (if applicable):**

Please bring the original Marriage Certificate and 2 photocopies.

- ☐ **Affidavit of Parentage, Physical Presence and Support:**
Unsigned, completed "Affidavit of Parentage, Physical Presence and Support" (DS-5507 <http://www.state.gov/documents/organization/126018.pdf>) is. Do not sign the document if the U.S. citizen parent will be present at the interview. If the U.S. citizen parent is not be present, the form must be signed by the U.S. citizen parent and notarized by a U.S. commissioned notary.
- ☐ **Divorce and Annulment Decrees/Death Certificates, (if applicable):**
The mother and/or father will need to show termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English. Bring 2 photocopies for each document.
- ☐ **Evidence of Physical Presence:**
The U.S. citizen parent must bring proof of living in the United States before the child's birth include. Regularly available documents that may establish your physical presence in the U.S. include Transcripts from High School and/or College, Income Tax Returns and W2s, old passports, and a DD-214 Separation Statement (Military Members only). Other documents may be submitted to evidence presence. Please bring the documents and 1 photocopy of each.
- ☐ **Prenatal Records and/or Other Evidence of Mother's Pregnancy.**
Please bring the documents and 1 photocopy of each.
- ☐ **Evidence of the Couple's Relationship Prior to the Conception of the Child:**
The burden of proving a claim to U.S. citizenship, including blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple's relationship prior to the conception of the applicant. Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available in conjunction with a CRBA or Passport application. Please bring the documents and 1 photocopy of each.
- ☐ **Non-Refundable Application Fee:**
The fee for a Consular Report of Birth is **\$100**. The cashier at the Embassy accepts only cash (either dollars or leke.)

MANY PARENTS WISH TO APPLY AT ONCE FOR A CHILD'S FIRST PASSPORT CONCURRENTLY WITH THE CRBA. IF YOU DO NOT APPLY FOR THE PASSPORT CONCURRENTLY, BOTH PARENTS AND THE CHILD WILL BE REQUIRED TO RETURN FOR A SEPARATE INTERVIEW AT THE TIME OF THE PASSPORT APPLICATION. Parents interested in taking advantage of this convenient opportunity to apply for both documents should come prepared with the following additional forms and expectations:

**Application for a U.S. Passport:**

Unsigned, completed Application for a U.S. Passport (Form DS-11 - http://travel.state.gov/passport/forms/ds11/ds11_842.html). **Do not sign** this document until you are before the Consular Officer! For children under the age of 16 both parents/legal guardians are required to come to the Consular Section in person. **(Please note, the DS-11 form must be completed electronically and printed. A hand-written form cannot be accepted.)**

**Photos of Applicant:**

You will need one identical passport photograph, 2in x 2in (5cm x 5cm) set against a white background for the child (Photo Requirements: <http://travel.state.gov/pdf/Photo-Quality-Requirements.pdf>.)

**Non-Refundable Application Fee:**

The passport fee for a child under 16 is **\$105**; for those 16 and over, the fee is **\$135**. Payment is made to the cashier in the Consular Section, who accepts only cash (either dollars or leke.)

**Two-Parent Consent:**

For passport applications for children under the age of 16 if one parent/guardian is absent, a signed original "Statement of Consent" (DS-3053 - http://travel.state.gov/passport/forms/ds3053/ds3053_846.html) from the absent parent notarized by a U.S. commissioned notary must be submitted including a notarized copy of the parent's passport/ID. The document is valid for 90 days after the date of signature.

**Application For a Social Security Number:**

We recommend you apply for a Social Security Number (SSN) for your child. Please bring a completed and signed, "Application for a Social Security Number" (SS-5-FS - <http://www.ssa.gov/online/ss-5fs.pdf>.) You must bring an official copy of your child's birth certificate, parents' marriage certificate and/or divorce decree, if applicable, copies of parents' IDs, and if approved, child's CRBA and Passport copy. All the certificates must have a certified translation, if not in English.

Why Apply for a SSN?

It is a good idea to get the number when your child is born. Getting a Social Security number for your newborn is voluntary. You need a Social Security number to claim your child as a dependent on your income tax return. Your child also may need a number if you plan to: (1) Open a bank account for the child; (2) Buy savings bonds for the child; (3) Obtain medical coverage for the child; or (4) Apply for government services for the child. There is no charge for a Social Security number and card. Social Security Administration will mail the social security card to you directly.

REMINDER: We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the required documentation, we will suspend processing of the application and you may be required to schedule another appointment. You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

(**Signature** of Applying Parent or Guardian)

(**Date**)

(**Name** of Applying Parent or Guardian)